

## Geneseo Pre-Approval Form for Courses to be taken at Another Institution

|   |   |  |
|---|---|--|
| Name: _____<br>Last _____ First _____   | G-Number: <u>G00</u><br>Email: _____<br>Today's date: _____         | <b>FORM B</b><br>for courses that apply<br>to your MAJOR,<br>MINOR or<br>CONCENTRATION |
| Address: _____<br>_____   | _____   |  |
| Phone: _____  | _____   |  |
| Major: _____  | Course will be completed during:<br>Fall 20____ Intersession 20____ |  |
| Anticipated graduation date: _____  | Spring 20____ Summer 20____   |  |
| Transfer College: _____   |   |  |
| Course listed in the KnightWeb Transfer Articulation Databank? Y____ N____            |   |  |
| If not, have you included syllabus and course description for the course? Y____ N____ |   |  |

I am submitting this form **BEFORE** taking the course. This form may be voided if submitted after the course  
(initial) has been completed.

I have checked my records and determined that the course will fulfill the requirement. Refer to the program  
(initial) description in the Undergraduate Bulletin. Please check with your advisor if you have questions or concerns.

Is this a repeat course? Y\_\_\_\_ N\_\_\_\_ If yes, Geneseo Course Number \_\_\_\_\_ Original grade at Geneseo: \_\_\_\_\_

I understand that successful completion of an approved transfer course will not replace the original Geneseo  
(initial) grade, but can satisfy requirements for major, minor, concentration and general education.

A maximum of 90 semester hours may be transferred to Geneseo, including a maximum of 60 hours from a two-year college.

Do you already have credits transferred from a two-year college? Y\_\_\_\_ N\_\_\_\_ If yes, number of credits: \_\_\_\_\_

Do you already have credits transferred from a four-year college? Y\_\_\_\_ N\_\_\_\_ If yes, number of credits: \_\_\_\_\_

| OTHER COLLEGE |    |              | GENESEO  |    |                     |
|---------------|----|--------------|----------|----|---------------------|
| Course #      | Cr | Course Title | Course # | Cr | Department Approval |
|               |    |              |          |    | Y____ N____         |
|               |    |              |          |    | Y____ N____         |
|               |    |              |          |    | Y____ N____         |
|               |    |              |          |    | Y____ N____         |

### THIS SPACE FOR OFFICE USE

Cumulative GPA: \_\_\_\_\_ Total credits: Geneseo \_\_\_\_\_ TSF \_\_\_\_\_ 2<sup>nd</sup> major/minor/conc \_\_\_\_\_

Permission is granted to transfer the above course(s) to Geneseo: Y\_\_\_\_ N\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Transfer Credits:**

A maximum of 90 semester hours may be transferred to Geneseo, including a maximum of 60 hours from a two-year college. In order to guarantee transferability of courses, you must earn a minimum grade of C-. The course must be credit bearing and must be reported on an official transcript from an accredited college. While course credits transfer to Geneseo, grades and quality points do not. Geneseo grade point average will not be affected by transfer credit. Geneseo will not accept transfer credit for courses taken on a Pass/Fail or Satisfactory/Unsatisfactory basis.

**Department Approval:**

The Department Chair/Coordinator must approve courses in your major, minor or concentration. For courses not found in the databank, take catalog descriptions with you so that the Chair will be able to judge the equivalency of courses. After that, you must bring the form to Dean's Office in Erwin 106.

**International Students:**

Waiver of the SUNY Geneseo residency requirement could result in your losing valid F-1 student status. All benefits of F-1 status (employment, travel, etc.) would be revoked. Confer with the International Student Services staff before requesting a waiver of the residency requirement.

**Transcripts:**

You must request in writing that the other college send an official transcript (after final grades are posted) to the Registrar's Office at Geneseo (Erwin 102).

**Last 12 credits Off-Campus:**

If you have applied to take your last 12 credits off-campus and will not be registered at Geneseo during the Spring or Fall semester, a Leave of Absence must be requested through the Office of Enrollment Services in Doty 312, phone (585) 245-5619. This will preserve your curriculum requirements, and registration privileges if it becomes necessary for you to return to Geneseo.

If you have questions about transferring credit, contact the Dean's Office in Erwin 106.